DOCUMENT RESUME

ED 355 371 CE 063 196

TITLE	Commercial Drivers License Workplace Literacy Project. Preparatory Course.
INSTITUTION	Minnesota Teamsters Service Bureau, Minneapolis.; Northeast Metro Technical Coll., Minneapolis.
SPONS AGENCY	Office of Vocational and Adult Education (ED), Washington, DC. National Workplace Literacy Program.
PUB DATE	92
CONTRACT	V198A210243
NOTE	82p.; For related documents, see CE 063 194-197.
PUB TYPE	Guides - Classroom Use - Teaching Guides (For Teacher) (052) -- Reference Materials - Directories/Catalogs (132)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	Adult Basic Education; Adult Literacy; Basic Skills; Competence; Competency Based Education; *Educational Resources; Learning Modules; *Licensing Examinations (Professions); *Literacy Education; On the Job Training; Skill Development; Teaching Methods; Two Year Colleges
IDENTIFIERS	*Commercial Drivers License; *Truck Drivers; Workplace Literacy

ABSTRACT

This course syllabus was developed for a workplace literacy project conducted cooperatively through the Minnesota Teamsters Service Bureau and Northeast Metro Technical College. It is part of the job-specific curriculum for commercial truck drivers developed during the project. This guide lists the courses necessary to complete a 24-credit diploma program in truck driver training leading to a commercial driver's license. The guide contains an outline of an introductory lecture, a description of the program, a list of required courses and electives, and course descriptions for the 18 course in the program. Each course description includes a short summary of the course content, text and references required, course goals, expected student contribution, course evaluation, and course schedule. The resource guide packaged with the curriculum guide lists manuals, booklets, videotapes, and audiotapes correlated with the curriculum guide of the commercial driver's course. It also describes the calculator mathematics and computer training courses developed during the project. (KC)

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ED355371

WORKPLACE LITERACY PROJECT

COMMERCIAL DRIVERS LICENSE

Preparatory Course

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WORKPLACE LITERACY PROJECT

COMMERCIAL DRIVERS LICENSE

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Special thanks to Harold Yates, President of the Minnesota Teamsters Joint Council #32 for facilitating the involvement of a number of trucking companies in the Minnesota Teamsters Service Bureau Workplace Literacy Project

1992

Instructional Text

Highway User Federation

Career Publishing, Inc.
by: Robert McCalvin

Federal Motor Carriers Safety Regulations

Parts 383, 390-397, 399
U.S. Department of Transportation
Federal Highway Administration

Driver Pocket Guide

Hazardous Materials
J.J. Keller & Associates, Inc.

Model Drivers Manual for Commercial Vehicle Drivers Licensing

J.J. Keller & Associates, Inc.

Study Aide Workbook for Commercial Drivers

Northeast Metro Technical College

Airbrake Manual & Study Guide

J.J. Keller & Associates, Inc.

Instructional Videos

The Prides Back Inside

American Association of Motor Vehicle Administrators
Federal Highway Administration
U.S. Department of Transportation

Managing Space

Cahill & Co.

Air Brakes, What You Should Know

Leighten & Kidd

Pre-trip Inspection

Northeast Metro Technical College

Coupling & Uncoupling

Northeast Metro Technical College

No Nonsense CDL

Parts 1,2,3
CDL Systems, Inc.

Discussion Topics

I. Introduction

A. Discuss the test

1. Read the question
2. How to take a test
3. How to study
4. Be confident
5. You will know the material

B. Safety

1. The importance of
2. How to use the Federal Motor Carriers Safety Regulations
3. How to read and use the Guide to Hazardous Materials

II. General Knowledge

A. Vehicle Inspections

1. Safety first

B. Basic Vehicle Controls

C. Proper Shifting Rules & Techniques

D. Get the Big Picture

1. Seeing
2. Communicating
3. Speed Control
4. Managing Space

a. in front
b. behind
c. on each side
d. above & below
e. left and right turns
f. at intersections

5. Night Driving
6. Winter Driving

a. Hot weather driving

7. Mountain Driving Skills

8. Emergencies

   a. see the hazards
   b. braking skills
   c. skid control and recovery
   d. fires

9. Accident

   a. at the scene
   b. reporting

10. Staying Alert

   a. inspection of the vehicle
   b. inspecting you the driver

      1) are you fit to drive

11. Cargo

   a. safety

      1) loading and unloading

   b. weight & balance

      1) bridge laws

         a) how to use
         b) why there are bridge laws

   c. securing cargos

      1) van trailers
      2) flat beds
      3) tank vehicles

III. Hazardous Cargo

   A. Use of Hazardous Guide

   B. The Intent of the Regulations

   C. Transporting Rules

   D. Labeling

   E. Placarding

   F. Loading and Unloading Rules

G. Bulk Tank

1. Markings
2. Loading and Unloading

H. Hazardous Paperwork

1. Bills of Lading
2. Manifests
3. Shipper Authority

I. Driving Rules

J. Parking Rules

K. Emergencies

IV. Combination Vehicles

A. Coupling and Uncoupling

1. Safety
2. Dangers
3. Coupling and uncoupling of doubles and triples

a. safety
b. dangers

B. Driving Combination Safety

1. Single Trailers
2. Doubles and triples

C. Inspecting Combinations

V. Air Brakes

A. Parts of the Air Brake System

B. Dual Air Brake System

C. Inspecting Air Brakes

1. Single trailer
2. Doubles and triples

D. Use of Air Brakes

VI. The Professional Driver

A. Is Skillful

1. In responsibility
2. In driving

B. Puts forth a good appearance

C. Has a good mental attitude when dealing with

1. other users of the highways

a. automobiles (4 wheelers)
b. other trucks

2. law enforcement

a. police
b. scales

3. consignors and consignee

4. co-workers

a. management
b. dispatcher
c. other drivers

5. hours of service regulations

a. know the law
b. know your limitations

6. remember your decision is to

a. drive safely or unsafely
b. drive safe equipment
c. drive when you're fit or unfit
d. put forth a good appearance
e. have a good attitude
f. be a professional or unprofessional

TRUCK DRIVER TRAINING

Description:

The Truck Driver Training major provides students with the knowledge and skills needed to enter the trucking industry. As a student you will become familiar with the safe operation of all types of trucks, from two-axle vans to five-axle tractor-trailer units to double-bottom rigs, as an elective subject to Advisor's approval. You will learn the regulations of the Transportation Department and OSHA, basic mechanical skills, diesel engines and other truck systems, and first aid applications. Other areas of study include pre- and post-trip inspections, hooking and dropping a tractor-trailer, and the basics of shifting and driving. Northeast Metro has a large truck "roadeo" near campus where you will learn to start, stop, park, back up, and maneuver the big rigs. Defensive driving is also taught. Before completing the course, you must successfully pass the Commercial Driver's License Test.

Prerequisite:

Prior to entering the Truck Driver Training major, students must be able to pass a Department of Transportation physical. They should also have a driving record free of violations.

REQUIRED COURSES:

Course Code	Title	Credits
TDT 101	Federal Safety Regulations	1
TDT 103	Commercial Driver's License Permit Preparatory	2
TDT 106	Basic Truck Driver Reports	1
TDT 111	Drivers Safety	1
TDT 116	Basic Tractor/Trailer Procedures	1
TDT 126	Basic Four Axle Tractor/Trailer Operations	2
TDT 131	Basic Three Axle Tractor/Trailer Operations	2
TDT 136	Minnesota Bridge Law Practices	1
TDT 141	Preparation for Over the Road Driving	2
TDT 145	C.D.L. Road Test Preparation	2
TDT 151	Nine Speed Diesel Operation	2
TDT 161	Thirteen Speed Diesel Operation	2
TDT 171	Basic Mechanical Skills	1
TDT 176	Truck Driving Practicum	2
GSCL 1870	Career Planning	2

ELECTIVES: Credits from these courses are not required for graduation.

TDT 121	Basic Clutch Procedures	1
TDT 156	Ten Speed Diesel Operation	2
TDT 181	Double-bottom Operation & Practicum	2

Diploma: 24 Credits

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Instructor: B. Maassen
Room: 159A
(612)770-2351

TDT101

Federal Safety Regulations

COURSE DESCRIPTION

This course covers regulations for safe driving and handling hazardous freight. The emphasis is on identifying federal motor carrier regulations, hazardous materials and hazardous waste handling. Prerequisite: None.
(1 C/ 0 lect, 1 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 101.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (* designates a CRUCIAL goal)

1. identify DOT definitions
2. describe DOT general rules
3. identify driver qualifications
4. identify driving motor vehicle rules
5. identify accident notification rules
6. identify drivers onduty time
7. identify inspection - maintenance rules
8. identify migrant workers transportation rules
9. identify employee safety-health standards
10. identify laws affecting drivers
11. identify law compliance
12. identify safety equipment requirements
13. identify hazardous materials loading-unloading procedures
14. identify hazardous materials transportation rules

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time in the lab as needed to accomplish the expected lab work. You will also be expected to schedule test time in the Testing Center. Purchase of The Federal Motor Carrier Safety Regulation Pocketbook and Driver's Pocket Guide to Hazardous Materials will be required.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

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TDT103

Commercial Driver's License Permit Preparatory

COURSE DESCRIPTION

The emphasis of this course is designed to cover the information needed to prepare for Commercial Driver's License Permit exam. You will be required to complete activities that pertain to general knowledge, air brakes and combination of vehicles. Prerequisite: None. (2 C/ 0 lect, 2 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 103.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A).

1. inspect vehicle
2. control vehicle
3. shift gears
4. identify conditions visually
5. communicate intentions
6. control speed
7. manage space
8. drive night
9. drive winter
10. drive hot weather
11. drive mountains
12. identify hazards
13. identify emergencies
14. control skids - recovery
15. identify accident procedures
16. identify fire procedures

17. stay alert/fit to drive
18. identify hazardous materials rules
19. inspect cargo
20. weigh balance
21. secure cargo
22. identify tank vehicle safety
23. perform pre-trip inspection
24. load trip start
25. perform on the road driving
26. perform after-trip vehicle inspection
27. identify prohibited practices
28. operate brake-door interlocks
29. identify parts air brake system
30. identify dual air brake system parts
31. inspect air brake systems
32. operate air brakes
33. drive combination vehicles safely
34. operate combination vehicle air brakes
35. perform coupling/ uncoupling
36. inspect combination vehicle
37. identify intent regulation
38. identify hazardous materials transportation
39. identify communication rules
40. identify loading/ unloading
41. identify bulk tank marking/ loading/ unloading
42. identify hazardous materials/ driving/parking rules
43. identify hazardous materials/ emergencies

STUDENT CONTRIBUTIONS

You will be expected to purchase the Commercial Driver's License manual in the bookstore. Also, you will be expected to schedule appropriate test times with your instructor.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

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TDT106

Basic Truck Driver Reports

COURSE DESCRIPTION

This course covers the basic truck driver reports necessary to comply with state and federal regulations. You will be required to complete bills of lading, the driver's daily log book and necessary accident reports. Prerequisite: None.
(1 C/ 0 lect, 1 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 106.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (* designates a CRUCIAL goal)

1. describe bills/lading
2. complete bills/lading
3. identify basic log entries
4. identify off duty time
5. identify sleeper time
6. identify driving time
7. identify on duty time
8. identify hours of service
9. describe team operation log entries
10. identify recap entries
11. practice log entries
12. practice recap entries
13. identify accident reporting regulations
14. identify accident scene procedures
15. identify accident report entries
16. practice accident report entries

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time in the lab as needed to accomplish the expected lab work. You will also be expected to schedule test times in the Testing Center.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

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TDT111

Drivers Safety

COURSE DESCRIPTION

Defensive driving and first aid are the areas covered in this course. Identification and practice of first aid procedures along with defensive driving techniques are also covered in this course. Prerequisite: None. (1 C/ 0 lect, 1 lab, 0 OJT)

TEXT AND REFERENCES

There will be various instructional references listed in each package. The packages in this course are 116-140 and 145.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A).

1. describe alert driving practices
2. practice defensive driving
3. describe collision avoidance techniques
4. describe passing technique
5. discuss-mystery crash
6. identify defensive driving attitudes
7. practice mouth-mouth breathing
8. practice obstructed airway technique
9. identify pressure points
10. identify tourniquet procedures
11. practice bandaging technique
12. practice splinting bones
13. practice transporting injured

STUDENT CONTRIBUTIONS

You will be expected to schedule your time to meet the scheduled time of each of the classroom activities. Purchase of a defensive driving workbook will be required.

COURSE EVALUATION

Successful completion of the written criterion exams and performance checklists as indicated in each packet will result in successful completion of this course.

COURSE SCHEDULE

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TDT112

Basic Truck Driving for Truck Mechanics

COURSE DESCRIPTION

This course is designed to provide the student truck mechanic with basic truck driving skills. Areas covered in this course include coupling and uncoupling, backing, parking and operating tractor trailer units. Prerequisite: None.
(1 C/ 0 lect, 1 lab, 0 OJT)

TEXT AND REFERENCES

There will be various instructional references listed in each package. The packages in this course are 116-130, 135, and 210.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (* designates a CRUCIAL goal)

1. check vehicle roadability
2. perform pre-trip inspection
3. perform post-trip inspection
4. connect tractor/trailer
5. disconnect tractor/trailer
6. operate 3 axle unit
7. operate 4 axle unit
8. operate 5 axle unit
9. operate 5 x 2 unit
10. operate 10 speed unit

STUDENT CONTRIBUTIONS

You will be expected to contact your instructor for vehicle and roadeo scheduling; wear proper clothing.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

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TDT116

Basic Tractor/Trailer Procedures

COURSE DESCRIPTION

Procedures for coupling and uncoupling tractor/trailers are covered in this course along with rules and regulations required for pre-trip, in-trip and post-trip inspections. Prerequisite: None.
(1 C/ 0 lect, 1 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 116.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (* designates a CRUCIAL goal)

1. identify pre-trip inspection regulations
2. identify in-trip inspection regulations
3. identify post-trip inspection regulations
4. practice pre-trip inspection
5. practice in-trip inspections
6. practice post-trip inspections
7. identify inspection forms
8. complete inspection forms
9. identify coupling, uncoupling related tractor/trailer parts
10. identify safety standards
11. identify safety checks
12. identify coupling procedures
13. identify uncoupling procedures
14. practice coupling
15. practice uncoupling

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time for lab work and schedule performance exam times with your instructor. You must also schedule your time in the Testing Center for written exams.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

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TDT121

Basic Clutch Procedures

COURSE DESCRIPTION

The emphasis of this course is on the beginner who is unfamiliar with double-clutching procedures, or the student who has never driven a standard transmission. You will identify and practice clutch procedures in a straight truck with a four or five speed transmission. Prerequisites: TDT 111, 116. (1 C/ 0 lect, 1 lab, 0 OJT)

TEXT AND REFERENCES

There will be various instructional references listed in each package. The package in this course is 116-200.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A).

1. identify truck inspection procedures
2. practice truck inspection procedures
3. inspect trucks
4. identify 4,5 speed transmission patterns
5. identify double clutching procedures
6. practice shifting 4,5 speed manual transmissions
7. practice double clutching procedures
8. identify manual transmission shifting procedures
9. practice driving manual transmission straight truck
10. drive manual transmission straight truck

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time in the lab as needed to accomplish the expected lab work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

Successful completion of the written criterion exams and performance checklists as indicated in each packet will result in successful completion of this course.

COURSE SCHEDULE

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TDT126

Basic Four-Axle Tractor/Trailer Operations

COURSE DESCRIPTION

This course provides you with the opportunity to develop skills in backing and driving a 4-axle unit with a forty-foot trailer on an obstacle course in a controlled environment. The emphasis is on backing in a tight obstacle course with safe controlled maneuvers and developing an awareness of distance and space. Prerequisite: TDT 101, 106, 111, 116.
(2 C/ 0 lect, 2 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 126.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (* designates a CRUCIAL goal)

1. identify safe backing techniques
2. practice safe backing techniques
3. identify safe left turn techniques
4. practice safe left turn techniques
5. identify safe right turn techniques
6. practice safe right turn techniques
7. identify blind 90 degree dock backing maneuvers
8. practice blind 90 degree dock backing maneuvers
9. identify serpentine backing maneuvers
10. practice serpentine backing maneuvers
11. identify alley dock backing maneuvers
12. practice alley dock backing maneuvers
13. identify right turn maneuvers
14. practice right turn maneuvers
15. identify left 90 degree dock backing maneuvers
16. practice left 90 degree dock backing maneuvers
17. identify proper positioning

18. practice proper positioning
19. drive 40-foot 4-axle tractor/trailer
20. back 40-foot 4-axle tractor/trailer

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time at the roadeo as needed to accomplish the expected work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

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TDT131

Basic Three-Axle Tractor/Trailer Operations

COURSE DESCRIPTION

This course provides you with the opportunity to develop skills in backing and driving a 3-axle unit with a twenty-eight foot trailer on an obstacle course in a controlled environment. The emphasis is on backing in a tight obstacle course with safe controlled maneuvers and developing an awareness of distance and space.
Prerequisite: TDT 126.
(2 C/ 0 lect, 2 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 131.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (* designates a CRUCIAL goal)

1. identify safe backing techniques
2. practice safe backing techniques
3. identify safe left turn techniques
4. practice safe left turn techniques
5. identify safe right turn techniques
6. practice safe right turn techniques
7. identify blind right 90 degree dock backing maneuvers
8. practice blind right 90 degree dock backing maneuvers
9. identify serpentine backing maneuvers
10. practice serpentine backing maneuvers
11. identify alley dock backing maneuvers
12. practice alley dock backing maneuvers
13. identify right turn maneuvers
14. practice right turn maneuvers
15. identify left 90 degree dock backing maneuvers
16. practice left 90 degree dock backing maneuvers
17. identify proper positioning

18. practice proper positioning
19. drive a 28 foot 3-axle tractor/trailer
20. back a 28 foot 3-axle tractor/trailer

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time at the roadeo as needed to accomplish the expected work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

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TDT136

Minnesota Bridge Law Practices

COURSE DESCRIPTION

This course covers weight restriction laws as they relate to highway use and type of equipment being used. Students will develop an ability to recognize types of equipment and the weight restrictions that apply to that equipment for various roads and highways. Prerequisite: None. (1 C/ 0 lect, 1 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 136.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A).

1. identify truck equipment classifications
2. identify nine-ton routes
3. identify ten-ton routes
4. identify axles gross weight
5. identify tire gross weight
6. identify equipment combinations
7. identify gross vehicle weight
8. identify length restrictions
9. identify axle spacing
10. identify width restrictions
11. identify height restrictions

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time in lab as needed to accomplish the expected lab work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

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TDT141

Preparation For Over The Road Driving

COURSE DESCRIPTION

This course covers the skills needed for operating equipment, such as changing tires, operating a refrigeration unit, map reading, planning trips, and shifting a 6 speed transmission. You will practice operating three and four axle units over the road. Prerequisite: TDT 131, 136. (2 C/ 0 lect, 2 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 141.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A).

1. identify tire changing tools
2. describe tire changing procedures
3. practice tire changing
4. change tires
5. describe refrigeration unit inspection procedure
6. identify refrigeration unit gauges and switches
7. describe refrigeration unit starting procedures
8. describe refrigeration unit operating procedures
9. operate reefer unit
10. identify 6 speed shifting pattern
11. identify R.P.M. limits
12. describe gear speeds
13. practice 6 speed shifting
14. operate 6 speed transmission equipped trucks
15. identify map insignias
16. identify mileage charts

17. chart trips
18. compute mileage charts
19. practice defensive driving skills
20. plan trips
21. complete road trips

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time in lab as needed to accomplish the expected lab work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

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TDT145

Commercial Driver's License Road Test Preparation

COURSE DESCRIPTION

This course is designed to give practical experience in straight trucks with 5 and 6 speed transmissions. You will develop a feel for a straight truck size on streets and highways. Practical experience is then given to the student in a 3- and a 4-axle tractor/trailer unit with 5 and 6 speed transmissions on streets and highways. Prerequisite: TDT 141.
(2 C/ 0 lect, 2 lab, 0 OJT)

TEXT AND REFERENCES

The modules for this course are TDT 145.01, TDT 145.02.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (* designates a CRUCIAL goal)

1. identify 5/6 speed pattern
2. identify 5/6 speed RPM range
3. practice clutch use
4. practice shifting 5/6 speed
5. describe truck position
6. practice stopping technique
7. practice proper right turns
8. practice proper left turns
9. practice observing gauges
10. practice defensive driving techniques
11. identify 5/6 speed shifting pattern
12. identify 5/6 speed cruising ranges
13. practice starting vehicle - flat surface
14. practice stopping vehicle - hills
15. practice starting vehicle - hills
16. practice backing technique
17. shift 5/6 speed transmission

18. position tractor/trailer
19. turn vehicle - right
20. turn vehicle - left
21. stop vehicle - hills
22. start vehicle moving - hills
23. observe traffic
24. drive defensively
25. back vehicle
26. start vehicle moving - flat surface

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time at the roadeo as needed to accomplish the expected work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

Developed/Revised: 6/1/92

Northeast Metro Tech College
3300 Century Avenue North
White Bear Lake, MN 55110

Instructor: B. Maassen
Room: 159A
(612)770-2351

TDT151

Nine Speed Diesel Operation

COURSE DESCRIPTION

This course is designed to give you practical experience with a diesel powered 9 speed transmission. You will practice driving larger 4 and 5 axle equipment with trailers in loaded and unloaded conditions. Prerequisite: TDT 145.
(2 C/ 0 lect, 2 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 151.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (* designates a CRUCIAL goal)

1. identify 9 speed shifting pattern
2. identify RPM range
3. identify gear speeds
4. identify cruising speed
5. identify cruising RPM
6. identify variable speed governing
7. identify engine speed governing
8. identify top engine speed limiting
9. identify road speed governing
10. practice 9 speed shifting pattern
11. practice clutch use
12. practice starting procedures
13. practice stopping procedures
14. practice right turns
15. practice left turns
16. practice backing
17. practice correct gauge observation
18. practice road observation
19. practice defensive driving

20. shift 9 speed
21. apply proper clutching techniques
22. start vehicle moving
23. stop vehicle
24. turn vehicle - right
25. turn vehicle - left
26. back vehicle
27. observe gauges
28. observe traffic
29. drive defensively

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time at the roadeo as needed to accomplish the expected work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

Northeast Metro Tech College
3300 Century Avenue North
White Bear Lake, MN 55110

Instructor: B. Maassen
Room: 159A
(612)770-2351

TDT176 .

Truck Driving Practicum

COURSE DESCRIPTION

This course is designed to further develop your truck driving skills. It provides you with the opportunity to practice specific driving skills necessary to pass truck company road tests. Prerequisite: Permission of Instructor. (2 C/ 0 lect, 2 lab, 0 OJT)

TEXT AND REFERENCES

There will be various instructional references listed in each package. The packages in this course are 116-470 and 475.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A).

1. practice shifting
2. practice clutch technique
3. practice starting vehicle - flat surface
4. practice stopping vehicle
5. practice right turns
6. practice left turns
7. practice backing
8. practice road observation
9. practice starting vehicle - hills
10. practice road positioning
11. practice gauge observation
12. practice defensive driving
13. shift 13 speed manual transmission
14. apply proper clutching technique
15. start vehicle moving - flat surface

Northeast Metro Tech College
3300 Century Avenue North
White Bear Lake, MN 55110

Instructor: B. Maassen
Room: 159A
(612)770-2351

TDT161

Thirteen Speed Diesel Operation

COURSE DESCRIPTION

This course is designed to give you practical experience operating 3, 4 and 5 axle tractor/trailer units with a 13 speed transmission. You will practice driving loaded and unloaded 3, 4 and 5 axle tractor/trailer units on freeways, two lane highways and city streets. Prerequisite: TDT 151.
(2 C/ 0 lect, 2 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 161.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (* designates a CRUCIAL goal)

1. identify 13 speed shifting pattern
2. identify RPM range
3. identify gear speeds
4. identify cruising RPM
5. identify cruising speed
6. identify progressive shifting
7. practice shifting
8. practice clutch technique
9. practice starting vehicle - flat surface
10. practice stopping vehicle
11. practice right turns
12. practice left turns
13. practice backing
14. practice road observation
15. practice starting vehicle - hills
16. practice road positioning
17. practice gauge observation
18. practice defensive driving

19. shift 13 speed manual transmission
20. apply proper clutching technique
21. start vehicle moving - flat surface
22. stop vehicle - flat surface
23. turn vehicle - right
24. turn vehicle - left
25. stop vehicle
26. stop vehicle - hills
27. observe traffic
28. observe gauges
29. drive defensively
30. start vehicle - hills

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time at the roadeo as needed to accomplish the expected work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

Northeast Metro Tech College
3300 Century Avenue North
White Bear Lake, MN 55110

Instructor: B. Maassen
Room: 159A
(612)770-2351

TDT156

Ten Speed Diesel Operation

COURSE DESCRIPTION

This course is designed to give you practical experience operating 4 and 5 axle tractor/trailer units with a 10 speed transmission. You will practice driving loaded and unloaded 4 and 5 axle units on freeways, two lane highways and city streets. Prerequisite: TDT 151. (2 C/ 0 lect, 2 lab, 0 OJT)

TEXT AND REFERENCES

There will be various instructional references listed in each package. The packages in this course are 116-310 and 400.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A).

1. identify 10 speed shifting pattern
2. identify RPM range
3. identify gear speeds
4. identify cruising RPM
5. identify cruising speed
6. identify progressive shifting
7. practice 10 speed shifting
8. practice clutch technique
9. practice starting
10. practice stopping
11. practice right turns
12. practice left turns
13. practice backing
14. practice road observation
15. practice road positioning

16. practice gauge observation
17. practice defensive driving
18. perform 10 speed shifting
19. apply proper clutching techniques
20. start vehicle moving
21. stop vehicle
22. turn vehicle - right
23. turn vehicle - left
24. back vehicle
25. stop, start vehicle - hills
26. observe traffic
27. drive defensively

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time at the roadeo as needed to accomplish the expected lab work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

Successful completion of the written criterion exams and performance checklists as indicated in each packet will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

Northeast Metro Tech College
3300 Century Avenue North
White Bear Lake, MN 55110

Instructor: B. Maassen
Room: 159A
(612)770-2351

TDT171

Basic Mechanical Skills

COURSE DESCRIPTION

This course is designed to give truck drivers the ability to help themselves in a breakdown situation and to better understand equipment for inspection purposes. Areas covered include gas engine theory, clutch operation, electrical systems, instrumentation, brake systems and cold weather starting. Prerequisite: None. (1 C/ 0 lect, 1 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 171.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A).

1. describe tractor electrical system
2. describe trailer electrical system
3. repair electrical cord
4. describe brake system
5. describe air system
6. adjust brakes
7. repair air line
8. describe diesel engine principles
9. describe 2 cycle engine principles
10. describe 4 cycle engine principles
11. describe starting aid safety precautions
12. identify starting aid systems
13. perform starting aid tests
14. identify clutch components
15. describe clutch principles

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time in lab as needed to accomplish the expected lab work. You will also be expected to schedule test times with your instructor.

C URSE EVALUATION

Success ul completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

16. stop vehicle - flat surface
17. turn vehicle - right
18. turn vehicle - left
19. stop vehicle
20. stop vehicle - hills
21. observe traffic
22. observe gauges
23. drive defensively
24. start vehicle - hills

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time at the rodeo as needed to accomplish the expected work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

Northeast Metro Tech College
3300 Century Avenue North
White Bear Lake, MN 55110

Instructor: B. Maassen
Room: 159A
(612)770-2351

TDT180

Double-Bottom Preparatory

COURSE DESCRIPTION

In this course you will learn basic information and procedures that you will need to operate and handle double-bottoms. Prerequisite: Permission of Instructor. (1 C/ 0 lect, 1 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 180.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A).

1. identify basic safety
2. identify proper twin trailer routes
3. identify weather hazards - twin trailers
4. identify evasive maneuvering procedures
5. identify rollover characteristics
6. identify proper positioning loaded trailers
7. identify proper road restrictions - twin trailers
8. identify road hazards - twin trailers
9. identify proper inspection forms
10. perform completing proper inspections forms
11. identify proper coupling procedures
12. perform proper coupling procedures
13. identify proper uncoupling procedures
14. perform proper uncoupling procedures
15. identify proper pre-trip inspections
16. perform pre-trip inspections
17. identify proper in-trip inspections

18. perform proper in-trip inspections
19. identify proper post-trip inspection
20. identify various twin trailers types

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time in lab as needed to accomplish the expected lab work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

Successful completion of the exam and/or checklist as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

Northeast Metro Tech College
3300 Century Avenue North
White Bear Lake, MN 55110

Instructor: B. Maassen
Room: 159A
(612)770-2351

TDT181

Double-Bottom Operation & Practicum

COURSE DESCRIPTION

In this course you will learn and practice the safe operation and handling of double-bottoms. Prerequisite: Permission of Instructor. (2 C/ 0 lect, 2 lab, 0 OJT)

TEXT AND REFERENCES

The module for this course is TDT 181.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A).

1. perform proper post-trip inspections
2. identify converter dolly characteristics
3. identify backing characteristics
4. identify operating characteristics
5. perform operation - twin trailer
6. identify procedures left, right turns
7. perform proper left turns
8. perform proper right turns
9. identify proper parking procedures
10. perform proper parking procedures
11. identify proper braking procedures
12. perform proper braking procedures

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time in lab as needed to accomplish the expected lab work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

Successful completion of the exam and/or checklist as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

18. practice proper positioning
19. drive 40-foot 4-axle tractor/trailer
20. back 40-foot 4-axle tractor/trailer

STUDENT CONTRIBUTIONS

You will be expected to schedule your own time at the roadeo as needed to accomplish the expected work. You will also be expected to schedule test times with your instructor.

COURSE EVALUATION

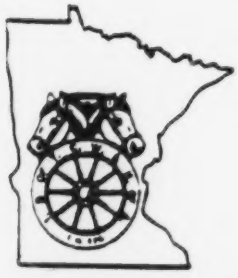
Successful completion of the exams and/or checklists as indicated in each module will result in successful completion of this course.

COURSE SCHEDULE

This is an open entry course with prepared materials and an open lab.

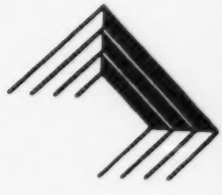
RESOURCE GUIDE

Teamsters Workplace Literacy Project in the Trucking Industry



WORKPLACE LITERACY RESOURCE CENTER
1-800-832-4916

MINNESOTA TEAMSTERS SERVICE BUREAU
NORTHEAST METRO TECHNICAL COLLEGE



WORKPLACE LITERACY PROJECT

COMMERCIAL DRIVERS LICENSE

JEAN C. DUNN
Executive Director
Minnesota Teamsters Service Bureau

DR. PAUL BORANIAN
Project Director
Minnesota Teamsters Service Bureau

DR. BILL WARNER
President
Northeast Metro Technical College

JON A. HARBACK
Project Coordinator
Northeast Metro Technical College

Special thanks to Harold Yates, President of the Minnesota Teamsters Joint Council #32 for facilitating the involvement of a number of trucking companies in the Minnesota Teamsters Service Bureau Workplace Literacy Project

1992

All curriculum for the Teamsters Workplace Literacy Project is available through the Workplace Literacy Resource Center:

Northeast Metro Technical College
3300 Century Avenue North
White Bear Lake, MN 55110-1894
1-800-832-4916

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INTRODUCTION

The Minnesota Teamsters Service Bureau, in partnership with Northeast Metro Technical College's Customized Training Division combined resources to establish a workplace literacy project designed to enhance the literary skills and employability of Minnesota commercial vehicle operators. The overall purpose of the project was to improve the capacity of both partners to develop systematic workplace literacy approaches and strategies that assist commercial vehicle operators in overcoming job-specific skill deficits posing barriers to their present licensing, continued employment, increased productivity, and career advancement. Within the trucking industry there is a specific need for drivers to comply with recent changes in federal regulations governing the licensing of commercial operators. The Commercial Motor Vehicle Safety Act of 1986 requires all commercial drivers to successfully pass a knowledge and practical test by April 1, 1992. Due to the number of truck drivers who have had difficulty in managing the reading level imposed by the exam itself, the immediate focus of the project was to assist drivers in need of upgrading their literacy skills in order to obtain their Commercial Drivers License.

The industry-based instructional curriculum and approaches that resulted from this pilot project are presented in this resource guide. It is intended to be used as a procedural guide and information source to develop work related literacy skills. The training program itself is individualized and outcome-based incorporating a variety of learning and reinforcing techniques including interactive video, audio tapes, computerized instruction, and personalized individual instruction to assist adults with differing learning styles and special needs.

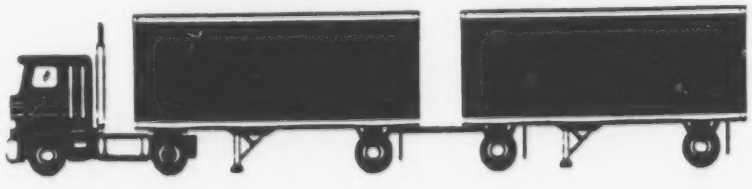
Of fundamental importance to the success of the project was the method of presentation that was used. Instruction took place in a casual learning environment that promoted an open climate for interaction and discussion between the students and the instructor. The academic needs of the truck drivers were addressed in a non-threatening manner that deviated from the traditional classroom setting and student/teacher relationship. The use of an interactive video encouraged student participation and took the emphasis off the instructor as the primary class leader. This video technique promoted an interchange of knowledge and facts while de-emphasizing the more threatening academic aspects of learning. All written material was supported by audio and video tape which allowed students to study and reinforce material at their own individual learning pace. Reading tutors were available for those with additional learning needs.

Changing conditions within the trucking industry have brought about advancements in technology in recent years. As a result, computer literacy has evolved into a necessary workplace skill needed by drivers and dock workers in order to remain competitive and promotable within their job. In order to fulfill this need, the Workplace Literacy Project offered a variety of computer courses beginning with an introductory computer course followed by direct application courses for a variety of computer uses on an as-needed basis. Course descriptions and information are included in this resource guide.

In addition to the Commercial Drivers License preparatory course, a calculator math curricula was developed with applications specific to the trucking industry. A course description and resource information is included in this guide.

RESOURCE GUIDE
WORKPLACE LITERACY PROJECT

The training curriculum for the Workplace Literacy Project for Minnesota commercial vehicle operators consists of the following related training materials and resources. These materials were incorporated into a training program designed to meet the individual needs, learning styles, and schedules of commercial vehicle drivers who are required to pass the Commercial Drivers License exam without interruption of their job responsibilities and performance. The curriculum and instructional approaches include methods and materials to accommodate persons with low basic skill levels and specific learning difficulties. The training program made a maximum effort to facilitate the scheduling needs of the participants by having flexible and interchangeable class times in order to increase learner participation and retention.



WORKPLACE LITERACY PROJECT

COMMERCIAL DRIVERS LICENSE

Preparatory Course

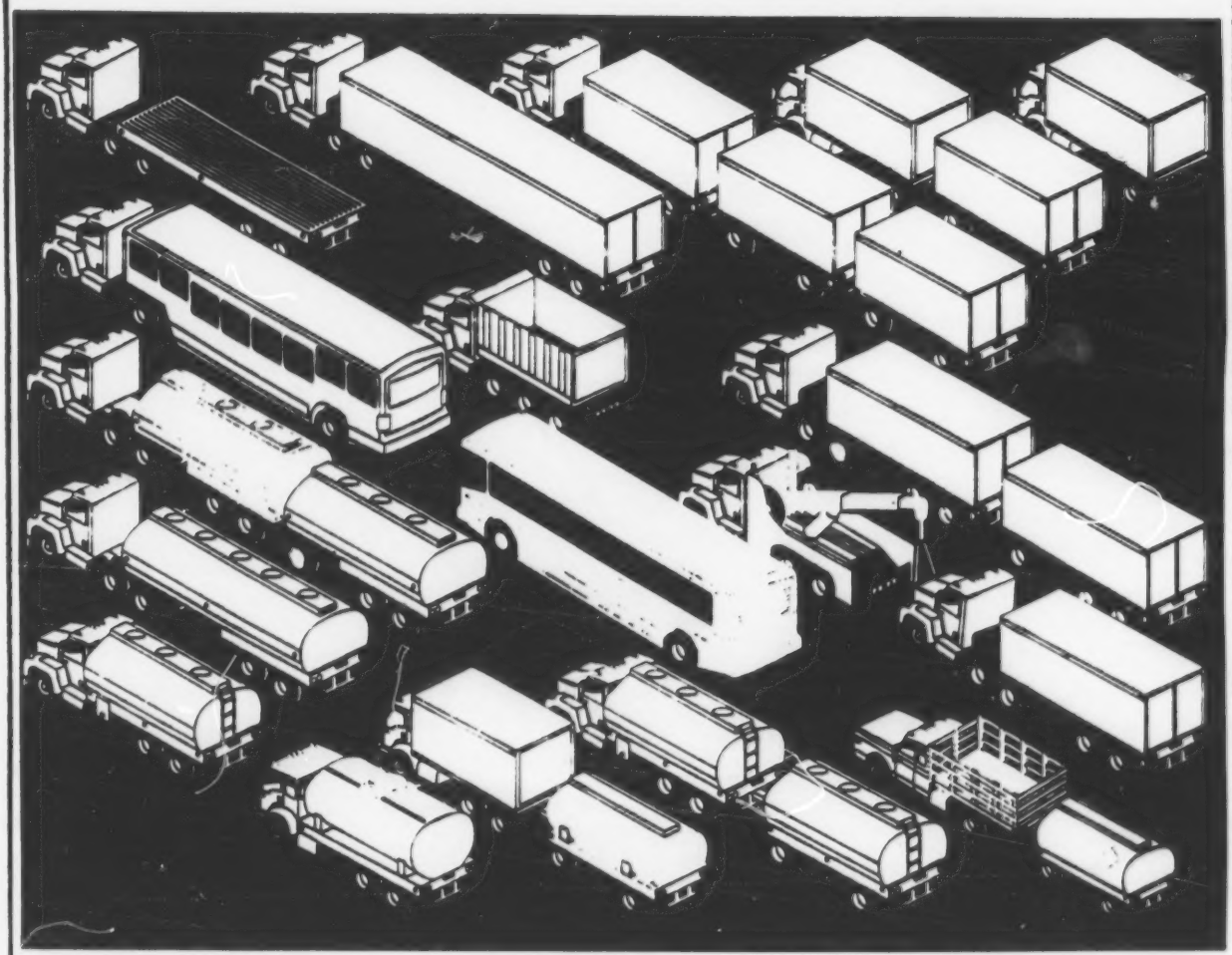
WORKPLACE LITERACY RESOURCE CENTER
1-800-832-4916

MINNESOTA TEAMSTERS SERVICE BUREAU
NORTHEAST METRO TECHNICAL COLLEGE

SECTION I

Commercial Drivers License Curricula Resources

The Model Driver's Manual for Commercial Vehicle Driver Licensing by J.J. Keller & Associates, Inc. is a complete and exact reproduction of the U.S. Department of Transportation authorized text. This manual is available under various titles from other publishing companies. It is distributed by the National Safety Council and is issued as a guide for states as they comply with national Commercial Driver's License requirements.



COMMERCIAL DRIVERS LICENSE CURRICULA

As presented in the Teamsters Workplace Literacy Demonstration Project

Model Driver's Manual for Commercial Vehicle Driver Licensing

Published by: J.J. Keller and Associates, Inc.
145 West Wisconsin Avenue
P.O. Box 368
Neenah WI 54957-0368
Telephone (414) 722-2848

NOTE:

The MODEL DRIVER'S MANUAL is a complete and exact reproduction of the U.S. Department of Transportation authorized text. It is issued as a guide for states as they comply with 49 CFR Part 383, which requires that all commercial drivers be tested and issued to single commercial driver's license. This Manual provides the commercial driver with information considered essential in preparing for the Commercial Driver's License exam.

Reading level: Below 9th Grade
6th - 9th grade level

Truck Driver Training Learning Package - Commercial Driver's License Permit Preparatory

Published by: Northeast Metro Technical College
3300 Century Avenue North
White Bear Lake MN 55110

Program: **Truck Driver Training 116**
Course Code: TDT
Task: 103

NOTE:

This training module corresponds to the Model Driver's Manual for Commercial Vehicle Driver Licensing and Air Brakes - What You Should Know

Reading Level: 9th Grade level

Air Brakes - What You Should Know - workbook

Distributed by: G P Publishing, Inc.
11 Hurts Lane
East Brunswick NJ 08816
Telephone: (201) 238-4880

Reading Level: 9th grade level

CDL - 103 Helpful Facts - Booklet

Published by: Career Publishing Incorporated
910 North Main Street
Orange, CA 92667
Telephone: 1-800-854-4014

Reading Level: 6th grade level

No Nonsense CDL - Video
(corresponds to the Model Truck Driver's Manual for Commercial Vehicles Driver Licensing)

Produced by: CDL Systems, Inc.
1001 Omaha Circle
Palm Harbor, Florida 34682-1682
Telephone: 1-800-331-4510

NOTE:

This instructor-led interactive video was integrated into the training curricula to accommodate auditory and visual learners while adding reality and variety to the instructional approach. It served as a catalyst for questions and discussions during small group instruction and was a motivational tool for encouraging interaction and informality among the students. Use of the video was instrumental in fostering a supportive and casual environment in which the drivers were able to learn and benefit from the experiences of others. A learning climate was

encouraged where the drivers felt comfortable with each other and with the instructor, providing an opportunity to assimilate knowledge through interaction and feedback with non-threatening individuals.

Videos may be checked out by drivers for additional viewing at home or on the road, enabling them to review and reinforce lessons at their own pace.

Spanish version available.

Commercial Drivers License Audio Study Guide - Audio Tapes

- General Knowledge - Part 1, 2, 3, 4
- Air Brakes
- Combination Vehicles
- Hazardous Materials - Part 1, 2
- Doubles, Triples, Tankers, Passengers
- Questions and Answers - Part 1, 2, 3

Distributed by: Minnesota Trucking Association
1821 University Avenue, Suite 134N
St Paul MN 5514-2994
Telephone: (612) 646-7351

NOTE:

The audio tapes used in the literacy project were designed to support the Model Drivers Manual and other components of the curricula. They provide an additional instructional approach to accommodate drivers with low basic skill levels or learning difficulties. They also incorporate a study method into the learning program that allows drivers to make use of both on and off-duty time to review material.

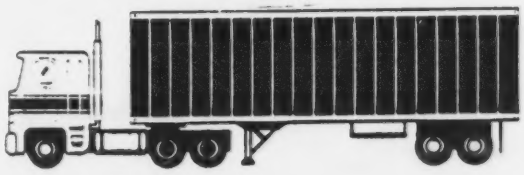
SECTION II

ADDITIONAL RESOURCES USED IN THE CDL PERMIT PREPARATORY COURSE

The Truck Driver Training program at Northeast Metro Technical College served as a valuable resource for the Commercial Driver's License (CDL) permit preparatory curriculum. The outcome based modules were available to students interested in expanding their knowledge and skills base in the trucking industry.

The Truck Driver Training curriculum is divided into modules that allow the student to proceed at his/her own pace guided by performance objectives in the form of learner outcomes.

The modules and corresponding videos are available through the Workplace Literacy Resource Center at Northeast Metro Technical College (1-800-832-4916). The course numbers and titles follow.



TRUCK DRIVER TRAINING MODULES

COURSE NUMBER	COURSE TITLE	
TDT 101	**FEDERAL SAFETY REGULATIONS**	
	Activity	Federal Regulations
	Activity	Hazardous Materials Regulation
TDT 103	**COMMERCIAL DRIVER'S LICENSE PERMIT PREP**	
	Activity	Model Drivers Manual
	Activity	Air Brakes - What You Should Know
TDT 106	**BASIC TRUCK DRIVER REPORTS**	
	Activity	Bills of Lading
	Activity	Logs
	Activity	Accident Reports
TDT 111	**DRIVERS SAFETY**	
	Activity	Defensive Driving - Attend lecture
	Activity	First Aid - Attend lecture

COURSE NUMBER	COURSE TITLE	
TDT 116	**BASIC TRACTOR/TRAILER PROCEDURES**	
	Activity	Perform Pre-Trip Inspection
	Activity	Perform Coupling and Uncoupling
TDT 126	**BASIC FOUR AXLE TRACTOR/TRAILER OPERATIONS**	
	Activity	Perform Driving Skills on Roadeo - 4 Axle
TDT 131	**BASIC THREE AXLE TRACTOR/TRAILER OPERATIONS**	
	Activity	Perform Driving Skills on ATA Roadeo - 3 Axle
TDT 136	**MINNESOTA BRIDGE LAW PRACTICES**	
	Activity	
TDT 141	**PREPARATION FOR OVER THE ROAD DRIVING**	
	Activity	
TDT 145.01.02	**CDL ROAD TEST PREPARATION**	
	Activity	Operate Van Truck on the Road (.01)
	Activity	Operate 3 & 4 Axle Truck on the Road (.02)
	Exam	Perform Driving Exam with State Examiner (.02)
TDT 151	**NINE SPEED DIESEL OPERATION**	
	Activity	9-Speed Transmission
	Activity	Operate 9-Speed On the Road
	Exam	9-Speed Practicum
TDT 161	**THIRTEEN SPEED DIESEL OPERATION**	
	Activity	13-Speed Transmission
	Performance Exam	13-Speed Practicum

COURSE NUMBER	COURSE TITLE	
TDT 171	**BASIC MECHANICAL SKILLS**	
	Instrumentation - Attend Lecture	
	Light Cord Repair	
	Introduction to Tractor/Trailer Systems	
	Basic Diesel Engine	
	Cold Weather Starting	
	Basic Clutch Principles	
TDT 176	**TRUCK DRIVING PRACTICUM**	
	Driving Practicum	
	Driving Practicum	
GSCP 1870	**CAREER PLANNING**	
	Activity	Self-Assessment
	Activity	Career Assessment
	Activity	Developing Action Plan
	Activity	Ethnic, Law/Conduct in the Workplace
	Activity	Write Resume
	Activity	Application Form
	Activity	Practice Job Interview
	Activity	Register with Job Placement
TDT 121	**BASIC CLUTCH PROCEDURES**	
	TDT 116	Basic Tractor Trailer Procedures
	TDT 126	4-Axle on ATA Roadeo
TDT 156	**TEN SPEED DIESEL OPERATION**	
	Task 310	Activity - Performance Check Exam
TDT 181	**DOUBLE-BOTTOM OPERATION AND PRACTICUM**	
	Activity	Performance Check Exam

VIDEO RESOURCES

The following videos correspond to the Northeast Metro Technical College Truck Driver Training Modules and are available through the Workplace Literacy Resource Center.

TITLE	MASTER #	COURSE #
Explosives and other Dangerous Cargo	116-002	
V.T. Cooling Unit, Pre-Trip Inspection	116-003	
Trip Leasing and Interchange	116-004	
What to do at the scene of an accident	116-005	
Managing Space	116-006	TDT 141, TDT 145
Compliance Series: Driving a Motor Vehicle	116-007	
Compliance Series: Introduction to MTR Compliance	116-008	
Shifting a 6-Speed Transmission	116-010	
Color of Danger	116-014	
Death on the Highway	116-016 seg. 1	
Winter	116-016 seg. 2	
What About Winter Driving	116-016 seg. 3	
Hazardous Materials and the Driver (Hazardous Materials Series #87)	116-019	TDT 101
Changing a Truck Tire	116-021	
Transvideo Reefer Series #71: (In Transit Problem Solving)	116-022	
Diesel Powered Trucks: Identify Progressive Shifting	116-027 seg. 1	Task #310-002-001
Driving Safety: The Smith System	116-027 seg. 2	
Coupling and uncoupling a tractor and trailer	116-029	
Perform Pre-Trip and Post-Trip Inspection	116-030	
Fuller Twin Countershaft Transmission (Pete Marcotte)	116-031	
Defeating Claims	116-034 seg. 2	
Driving a Tractor-Trailer Unit on the ATA Roadeo	116-038	
10 Speed Road Ranger Transmission	116-039 seg. 1	Task #310
13 Speed Road Ranger Transmission	116-039 seg. 2	TDT 161
5 X 2 Transmission	116-039 seg. 3	Task #235
Driving the Nine-Speed Fuller Roadranger Transmission	116-040	TDT 151
Road Driver Pre-Trip '85	116-042 seg. 1	
Unhook and Hook-Doubles	116-042 seg. 2	
Roll-Over Braking	116-042 seg. 3	
Front Wheel Brakes, Dispelling the Myth	116-043	
Driver Pre-Trip Equipment Inspection	116-045	
What a Bill of Lading Must Contain	116-046	
Hazardous Materials Regulations	116-047	
Pre and Post Trip Inspection	116-049	
Hazardous Materials Regulations and Handling	116-050	
Truck Driver Training Class A License Test	116-051	
Transportation Tape 3001: Air Brakes	116-052	
American Red Cross Standard First Aid Part I	116-053	
American Red Cross Standard First Aid Part II	116-054	
Pre-Trip Inspection	116-1001	

Publications Used to Supplement

the

NORTHEAST METRO TECHNICAL COLLEGE TRUCK DRIVER TRAINING CURRICULUM

Federal Motor Carrier Safety Regulations

Parts 383, 390-397, 399
U.S. Department of Transportation
Federal Highway Administration

Order from: American Trucking Association
2200 Mill Road
Alexandria, VA 22314-4677
Telephone: 1-800-ATA-LINE

Driver's Pocket Guide to Hazardous Materials

Hazardous Materials Driver Training Student Handbook

Hauling Hazardous Materials: Safety First and Last

1990 Emergency Response Guide Book

Driver's Daily Log

Order from: J. J. Keller & Associates, Inc.
145 West Wisconsin Avenue
P.O. Box 368
Neenah WI 54957-0368
Telephone: (414) 722-2848

Defensive Driving Course Guide

Order from: National Safety Council
444 North Michigan Avenue
Chicago IL 60611

Medical Emergency Reference Manual #1

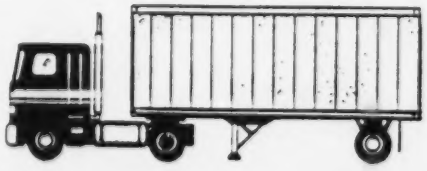
Order from: EMP America
P.O. Box 21738
500 South Danebo Avenue
Eugene OR 97402
Telephone: (503) 344-7099

SECTION III

Supplementary Material for the Commercial Drivers License Preparatory Course

During the course of developing the workplace literacy training curricula, a variety of commercially produced materials were reviewed and made available to the drivers to supplement the CDL preparatory course. The supply of such material is abundant and it was not within the realm of this project to review the vast amount of training curriculum being marketed.

Included in the following list are resources that were used and/or made available to drivers who participated in the CDL preparatory classes. Although the materials were reviewed as possible resources for the curriculum, the list is not an endorsement by the Teamsters Workplace Literacy Project.



Title: **CDL PREP COURSE**

Video (1/2 " VHS) and Leader's Guide
Slide series (7 slide shows) and Leader's Guide

Ordering information: National Safety Council
Order Department
P.O. Box 11933
Chicago IL 60611-0933
Telephone: 1-800-621-7619 Ext. 6900

Price: $169.00 member $211.00 non-member

Reading Level: below 9th grade

NOTE:

Features a simulation of the written test situation, including administration of a multiple-choice exam.

At the conclusion of the course, tests are sent to FLI Learning Systems to be graded, and results returned within two days.

Title: **CDL PRE-TRIP, SKILLS, AND ROAD TEST TRAINING PROGRAM**

Media: Two 1/2" VHS Videos and Leader's Guide

Ordering Information: National Safety Council
(see previous listing)

Reading Level: below 9th grade

NOTE:

The program combines two 30-minute videotapes enabling the drivers to actually experience important components of CDL testing through simulated tests.

The videos let drivers actually experience these important components of the CDL testing through simulated tests.

Title: **CDL WRITTEN TEST REFRESHER PROGRAM**

Media: Video (Two 1/2" VHS videos)
Leader's Guide
Driver's Guide

Ordering Information: National Safety Council
(see previous listing)

Price: $129.00 member $162.00 non-member

Reading Level: below 9th grade

NOTE:

A pre-screening test in the driver guide lets drivers immediately identify areas where they need improvement. Each question has a key to help the driver quickly locate instructional material in the video or the guide.

CAREER PUBLISHING INCORPORATED
910 N. Main Street
P.O. Box 5486
Orange, CA 92613-5486
Phone: 1-800-854-4014

Developed by the Highway Users Federation and Career Publishing, Inc.

Truck Driver's CDL Test Study Book Series:

TITLE	PRICE
General Knowledge Test	$7.95
Air Brakes Test	$4.95
Combination Vehicles Test	$4.95
Tank Vehicles Test	$4.95
Hazardous Materials Test	$6.95
Doubles and Triples Test	$4.95

Reading Level: 2nd - 6th grade reading level
2nd grade visual presentation

NOTE:

Books are fully illustrated and each includes a complete practice test with answers.

- Audio tapes that correspond to each book are available.
* Spanish Version of the Truck Driver's CDL Test Study Book Series is available.

Title: Basic Control Skills and Road Test Study Book

Price: $15.99

Reading Level: 2nd - 6th grade reading level
2nd grade Visual Presentation

NOTE:

This self-teaching manual is for truck and bus drivers who are preparing to pass the CDL Basic Control Skills Road Test.

* Spanish version available.

Truck Driver's CDL Test Review Video Series with Study Books:

TITLE	PRICE
General Knowledge Test Video (50 min)	$49.95
Air Brakes Test Video (35 min)	$39.95
Combination Vehicles Test Video (40 min)	$39.95
Tank Vehicles Test Video (35 min)	$39.95
Hazardous Materials Test Video (50 min)	$49.95
Doubles and Triples Test Video (35 min)	$39.95

(Entire CDL Test Review Series - 6 tapes with study books is available for $229.95)

NOTE:

The videos are designed for self-study or classroom use. Each study book contains the questions and answers that appear in the video. The corresponding sections in each study book can be used during or after viewing the video to reinforce information. A practice test with answers is included in each study book.

Truck Drivers CDL Workshop Series:

TITLE	PRICE
CDL Basics	$39.95
General Knowledge Test	$49.95
Air Brakes Test	$44.95
Combination Vehicles Test	$39.95
Tank Vehicles Test	$39.95
Hazardous Materials Test	$49.95
Doubles/Triples Test	$39.95

Reading level: 2nd - 6th grade reading level
2nd grade visual presentation

NOTE:

The workshop series includes a Driver workbook, Instructor's Guide, and Visual Transparency Masters for the above-mentioned price. Transparency masters are available at an additional cost.

The workbooks are designed to integrate with the corresponding instructor's guides and visual transparency masters for use in driver training workshops.

Title: **Truck Drivers Complete Guide to CDL**

Price: $24.95

Reading level: 6th grade - plus

NOTE:

A 640 page illustrated guide includes all endorsements, practice tests with answers, and review questions for the Commercial Drivers License. An additional section of resource material provides information on subject areas that are important to commercial vehicle drivers.

Title: **Keep on Truckin'** - Workbook
by R. Dale Jenkins
Indian River Community College

Published by: Kendall/Hunt Publishing Company
2460 Kerper Boulevard
P.O. Box 359
Dubuque, Iowa 52004-0539
Telephone: 1-800-338-5578

Price: Keep on Truckin' $19.16
Keep on Truckin' - Special endorsements $9.56

Reading Level: below 9th grade

NOTE:

This two volume set of workbooks is designed to be used in conjunction with the Model Driver's Manual for Commercial Vehicle Driver Licensing. Contents parallel the General Knowledge and Special Endorsement sections of the text. Additional reading activities and exercises reinforce and add variety to a curriculum that is built around a difficult vocabulary and taught through varied drill exercises.

Title: **The Interstate Truck Driver's Handbook**

Published by: J. J. Keller & Associates, Inc.
145 West Wisconsin Avenue
P.O. Box 368
Neenah, WI 54957-0368
Telephone: 1-800-558-5011

Price: $2.75

Reading Level: 7th grade

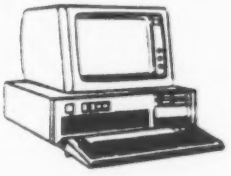
NOTE:

This easy to read, colorfully illustrated handbook is based on Federal Motor Carrier Safety Regulations of the Federal Highway Administration United States Department of Transportation.

Title: **R.O.A.D. to Success**

Published by: Institute for the Study of Adult Literacy
Penn State University
204 Calder Way, Suite 109
University Park, PA 16801
Telephone: (804) 863-3777

Media: Computer courseware
Print-based materials



Reading Level: 4th - 7th grade level

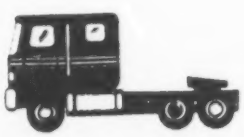
NOTE:

R.O.A.D. (Real Opportunity for Advancement and Development) to success is a course of interactive computer software and print-based materials based on the model **Driver's Manual for Commercial Driver's Licensing**. As a result of the unique industry/labor/education partnership through which the model basic skills program courseware and print materials were developed the R.O.A.D. materials are available at cost.

SECTION IV

Truck Driver Related Educational Programs

In addition to the CDL preparatory curriculum for commercial vehicle operators, the workplace literacy project investigated a number of truck driver related educational programs currently on the market. The adult programs listed are a sampling of the materials that are available commercially whose focus is on the basic skills area of reading or math. The inclusion of these programs is not an endorsement by the Workplace Literacy Project. All materials listed were available to participants in the project for the enhancement of their basic skills in order to promote the employability and career advancement of commercial vehicle operators within the trucking industry.



Mastering Reading Series for Commercial Truck Driver

Book 1 - Skills for Success/Commercial Truck Driver
Book 2 - Skills for Success/Commercial Truck Driver
Book 3 - Working as a Commercial Truck Driver
Book 4 - Working as a Commercial Truck Driver

Published by: Southwestern Publishing Company
4770 Duke Drive, Suite 200
Mason OH 45040
Telephone: 1-800-242-7972

Reading level:
Book 1 - Grade 3-4
Book 2 - Grade 4-5
Book 3 - Grade 5-6
Book 4 - Grade 6-7

NOTE:

The Mastering Reading Series for Commercial Truck Drivers provides an interactive approach to instruction that is self-contained and features a consistent ability level throughout the text. Students can enter and exit the program at any point in the book by using one text or any combination of texts. Because there is no mandated number of instructional contact hours, the program can be adapted to the students' real-world schedule.

Math Skills That Work

Book 1

- Whole numbers
- Sorting and filing numerically
- Locating addresses
- Writing checks
- Filling out receipts, purchase orders, and forms
- Balancing checkbooks
- Interpreting paycheck stubs

Book 2

- Using decimals, fractions, and percents
- Reading thermometers, rulers, scales, and gauges
- Interpreting graphs and data
- Calculating commissions and interest
- Determining unit prices and extended costs
- Understanding schedules and budgets

Published by: Contemporary Books, Inc.
180 North Michigan Avenue
Chicago IL 60601
Telephone: 1-800-621-1918

Reading Level: Book 1 - grades 4-6
Book 2 - grades 6-8

NOTE:

The math books are designed to address the functional needs of adult students by drawing on their resources and experiences. Throughout each book, instruction in estimation and calculator use is integrated into computation problems and functional activities.

Each book can be used in independent study or in group instruction.

CALCULATOR MATH FOR THE TRUCKING INDUSTRY

Course Description

A calculator Math course designed to include math applications specific to the trucking industry was written for the Teamsters Workplace Literacy Project. The purpose of the hands-on course is to provide an opportunity for truckers to review basic math skills and become familiar with essential calculator operations that have a direct application to their working environment.

The text chosen for use in the project was Math Skills That Work - Book Two by Contemporary Books, Inc. Industry-specific worksheets were written and incorporated into the units of instruction to customize this functional approach to calculator use and math applications for truck drivers.

The six sessions are structured as indicated below and include the topics described:

1. Students will read, write and compare decimals numbers, decimal fractions, and proper fractions. Reading and writing percentages is also practiced.

2. Students will practice adding, subtracting, multiplying and dividing decimal numbers. Use of estimating and rounding will be applied.

3. Addition, subtraction, multiplication and division of fractions and mixed numbers will be practiced. Students will also estimate and solve problems using mixed numbers and fractions.

4. The concept of finding parts of a whole are practiced. Students will work with percentages and interest rates, and will interchange percents, decimals and fractions.

5. Using measurements - both English and metric units - is covered. Problems related to area and volume will be solved. Students will also practice estimating distances and weights.

6. Analyzing data using charts and graphs is the main topic. Other skills learned are interpolating, extrapolating, determining the median and computing a ratio.

The complete curriculum is available through the Workplace Literacy Resource Center, Northeast Metro Technical College, 1-800-832-4916.

INTRODUCTION TO COMPUTERS

Course Description

This course is designed for the individual who needs an introductory course in computer operations. The series of sessions will introduce the IBM and compatible computers by exploring the hardware and software of the computer and how they work together.

It is designed to familiarize the student with the hardware components of a Personal Computer. DOS (Disk Operating System) is explored as well as the directory and file structure used by DOS.

Following the Introduction to Computers, the three most common computer applications used in business and home computing are studied. Word Processing, Electronic Spreadsheets and Database Management will be introduced.

The word processing segment of the course allows students to practice many of the features of modern word processing, including copy, move, character enhancements and saving a file.

The electronic spreadsheet segment provides practice in accessing a data base, creating the format for and entering data into a data base.

The database management segment provides practice in creating a home budget using the PC-CALC program.

The optional text used as a reference for the Introduction to Computers course is Application Software for the IBM PC by James E. Schuman. It is available through the bookstore at Northeast Metro Technical College.

Complete curriculum is available through the Workplace Literacy Resource Center, Northeast Metro Technical College, 1-800-832-4916.

INTRODUCTION TO COMPUTERS II

Course Description

The INTRODUCTION TO COMPUTERS II course is designed to continue the exploration of the computer to a greater depth. The student creates and organizes directories and files, and learns the commands relating to directories and files.

In addition to directory commands, the top 20 DOS commands are learned and used.

The system startup is reviewed in detail and students learn how to read and customize the AUTOEXEC.BAT file.

Students learn how to use the line editor "EDLIN" to modify files. They will create and modify a batch file using EDLIN.

Students will describe the purpose of the CONFIG.SYS file and will modify it using EDLIN.

Students have the opportunity to continue with the PC-TYPE, PC-CALC, AND PC-FILE applications. The class and lab time can be spent learning more about any of the applications and becoming more familiar with DOS.

The optional text used as a reference for the Introduction to Computers II course is Application Software for the IBM PC by James E. Schuman. It is available through the bookstore at Northeast Metro Technical College.

Complete curriculum is available through the Workplace Literacy Resource Center, Northeast Metro Technical College, 1-800-832-4916.

WORD PROCESSING WITH PC-TYPE

Course Description

This three-session, 12-hour Word Processing workshop covers the PC-TYPE program in detail. During the three sessions, students concentrate on using PC-TYPE for word processing.

Students will use the various features of PC-TYPE to include marking of text to delete, copy, move or enhance text. This hands-on workshop will given students a chance to learn and use the features by editing a business letter. Most skills learned in this workshop will transfer to many other word processing programs.

The optional text used as a reference for the Introduction to Computers course is Application Software for the IBM PC by James E. Schuman. It is available through the bookstore at Northeast Metro Technical College.

Complete curriculum is available through the Workplace Literacy Resource Center, Northeast Metro Technical College, 1-800-832-4916.

ELECTRONIC SPREADSHEETS USING PC-CALC

Course Description

This three-session, 12-hour Electronic Spreadsheet workshop covers the PC-CALC program in detail. For workshop projects students will create and edit spreadsheets using practical home and business examples.

Students will enter data, including text and formulas into cells, copy cell information from one cell to another, and print the spreadsheet data.

Keystroke Macros will be learned and students will develop a graph using the spreadsheet data.

The skills and concepts used in this workshop are usable in other spreadsheet programs.

The optional text used as a reference for Introduction to Computers II is Application Software for the IBM PC by James E. Schuman. It is available through the bookstore at Northeast Metro Technical College.

Complete curriculum is available through the Workplace Literacy Resource Center, Northeast Metro Technical College, 1-800-832-4916.